

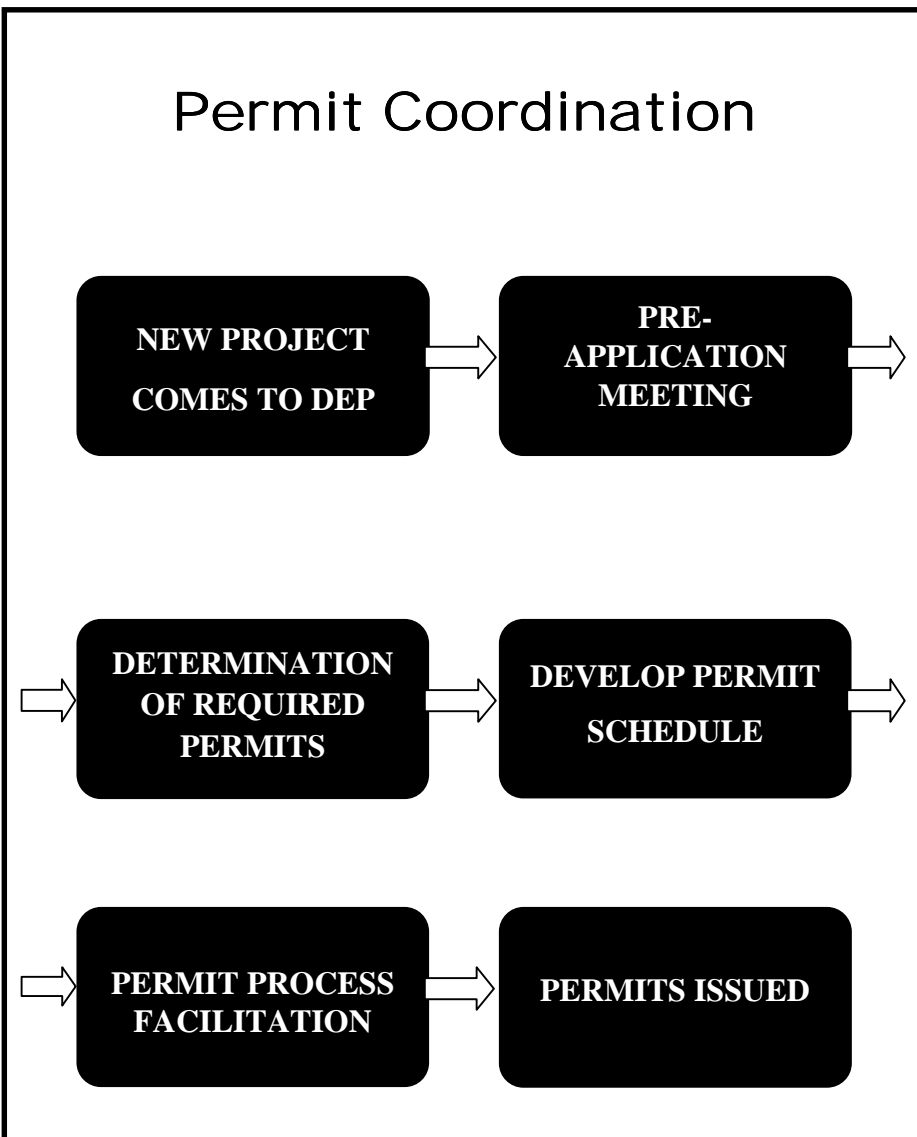


# NJDEP PERMIT COORDINATION

The Permit Coordination and Environmental Review Program is responsible for the implementation of the permit coordination process, which is designed to improve service to permit applicants offering better communication, coordination of all permits required for a project and identification of pollution prevention opportunities early in the permitting process. The goal of the permit coordination process is to work closely with the regulated community to assure that the permits necessary for each project result in additional environmental value.

Permit coordination is a total facility approach to the permitting and compliance assistance process. A permittee can consult one source to identify all permits required for a development or significant facility expansion. This process will allow the Department to provide better service to the regulated community by maintaining consistent contact throughout the permitting process.

The program provides assistance to those new construction, development, and remediation projects that are complex in the number, variety, and timing of permits required for completion of a project. A project team, comprised of permitting and compliance staff, will review the applicant's proposal for the site, determine the required DEP permits, identify any additional pollution prevention measures that may reduce costs and improve the efficiency of the facility, and provide compliance assistance to new and existing facilities.



**NEW JERSEY DEPARTMENT OF  
ENVIRONMENTAL PROTECTION**  
Office of Permit Coordination and Environmental Review  
PO Box 423  
Trenton, NJ 08625-0423  
Tel (609) 292-3600  
Fax (609) 777-1330

**The Permit Coordination process is a two-phased process:**

**1. Simply Review the Permit Identification Form (PIF) and SUBMIT a completed Readiness Checklist to initiate NJDEP's Permit Coordination Process.**

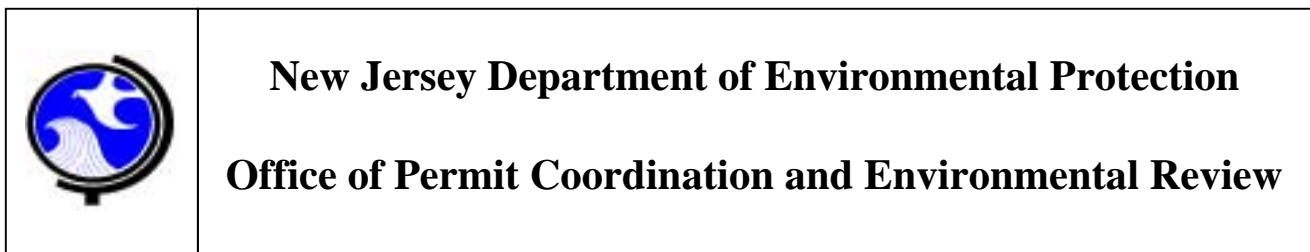
The Readiness Checklist (formerly "scorecard") initiative is a business practice improvement to help applicants and Department program staff/managers to better understand project readiness. Use of the readiness checklist will help identify, before the start of the regulatory process, if a planned project is ready for detailed review by the Department and to identify regulatory issues that may need to be addressed. In addition to framing the project site (lot and block information, acreage, topographic mapping), the checklist will address project ownership, local zoning consistency, water supply, wastewater capacity, the need for additional internal and external governmental approvals, and proposed environmental enhancements.

The checklist is organized into a series of questions that help to identify project readiness. A "score" is not actually tabulated, but the identification of regulatory consistency issues will help the applicant and the Department to determine, before a proposed project is submitted to DEP for review, whether the project will easily meet DEP technical and policy requirements, or if it will require a more complicated review and/or project modifications.

**2. Upon successful Departmental review of this initial environmental screening checklist, the applicant may request the establishment of a full permit coordination team and a full team pre-application meeting by submitting a completed Permit Identification Form (PIF) with site maps, wetlands boundaries, and development details.**

**For more information and to obtain a copy of the Readiness checklist or PIF, visit our website:**

[www.state.nj.us/dep/opppc/](http://www.state.nj.us/dep/opppc/)



**Permitting and Approval Activities Coordinated  
Through a Single Point of Contact**

**Applicable for new development projects, existing facilities with multi-media impacts seeking permit renewals or modifications, and Brownfields redevelopment projects.**

**PERMIT COORDINATION BENEFITS**

- ☐ A single point of contact for all NJDEP related activities
- ☐ Up front determination of all significant permits needed for the project
- ☐ Coordinated pre-application meetings with all appropriate regulatory programs
- ☐ Identification and resolution of potentially conflicting requirements
- ☐ Early Opportunities to integrate pollution prevention concepts where appropriate
- ☐ Agreement on a critical permitting path and schedule for permit issuance
- ☐ A coordinated, holistic approach to project management